

**DEPARTMENT OF THE INTERIOR  
MINERALS MANAGEMENT SERVICE  
INTERIM POLICY DOCUMENT**

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**July 28, 2003**

**Employee Exit Clearance**

**03-05**

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1. Purpose. This document provides policy and guidance to Minerals Management Service (MMS) supervisors/managers, employees, contractors, and offices regarding the exit clearance process.

2. Authority. 41 CFR 114-60,705. PL 104-134, Debt Collection Improvement Act of 1996.

3. Policy. It is MMS policy that upon termination of employment, an MMS employee and/or contractor has an obligation to return government issued property, identification, building keys, and access cards as well as relinquish any automated system accesses. Additionally, any outstanding debts owed to the federal government and to the government charge card contractor must be satisfied. When all property items are satisfactorily accounted for and all debts owed by the employee are liquidated, clearance shall be given to the employee. *The MMS will initiate action to offset all debts owed to the government by the employee in full against final payments due to the employee, including the employee's final salary check, annual leave payment, and retirement. The MMS will also initiate action to offset debts owed to the charge card contractor by the employee.*

It is MMS policy to clear employees prior to their separation date or contract termination date. Therefore, supervisors/managers are to initiate Form 1090 (attached) immediately upon an employee's notice of intent to separate from the bureau. Supervisors/managers, administrative officers, and other administrative offices responsible for clearing employees are to complete the appropriate section of Form 1090 within 3 days of receipt of the form.

4. Responsibilities.

A. Employees. It is the responsibility of the employee to notify his/her immediate supervisor/manager of their intent to separate from the Bureau at the earliest possible date. The employee, in concert with the supervisor/manager will initiate Form 1090 and complete the employee information part of the form immediately upon notification of intent to separate from the bureau. The employee must:

(1) Ensure appropriate documentation is prepared for any property which the employee is responsible.

(2) Repay or clear any indebtedness prior to termination.

3) Turn in all office keys, passports, government ID, parking pass, government purchase card, government travel card, telephone credit card, etc.

(4) Liquidate any balance on the government travel card.

B. Immediate Supervisor/Manager. It is the responsibility of the supervisor/manager to ensure completion of the Form 1090. He/She must:

(1) Ensure the employee's Form 1090 has been initiated upon notification of his/her intent to separate from the MMS.

(2) Ensure that preparation of an SF-52 (Request for Personnel Action) has been initiated, and that all other applicable items have been initiated and/or completed.

(3) Prepare a performance appraisal covering the period from the last rating through the termination.

(4) Conduct a procurement official debriefing for any employees having COTR responsibilities/duties.

(5) Ensure accountable/proprietary documents are returned to their original source.

(6) Ensure that bureau-managed property under \$5,000 is returned/cleared.

(7) Arrange for the transfer of computer files and folders.

(8) Review time and attendance records for final pay period.

The supervisor/manager is responsible for verifying the employee's balance on his/her government travel account through EAGLS or an Agency Program Coordinator (APC), and for ensuring that employees with outstanding account balances are not cleared for separation.

C. Administrative Divisions/Service Centers. The offices listed below are identified on the Form 1090 as responsible for clearing employees through their respective areas and signing the form before separation. These administrative offices are responsible for ensuring that an employee's Form 1090 is completed and initiating action when items are not cleared. The Financial Management Branch is also responsible for initiating collection actions through Payroll to offset debts owed by an employee.

Personnel Division/Branch

Budget and Finance Division

Information Resource Management Division (Installation IT Security Manager)

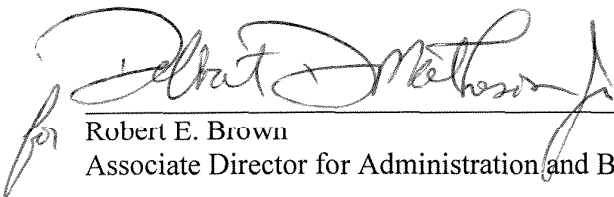
Associate Director for Administration and Budget Staff Office (Bureau Security Manager)

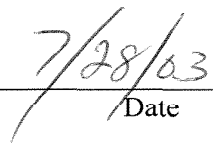
Procurement and Support Services Division/General Services Branch

5. Completion of Form 1090. The form is divided into areas of administrative responsibility with approval required by each area. When the initiator signs the form, it is then forwarded to the Authorizing Official of each administrative group to be processed and approved by a member of that particular office. Each office is to process and sign the form prior to the separation date. If an office is unable to clear the form before the separation date, then information should be included in the respective comment field as reference and the column headed *Not Cleared* should be checked.

Once completed and cleared by all offices, Form 1090 is maintained by the Personnel Division.

6. Cancellation. This IPD will be canceled 1 year from the date of issuance or when incorporated into the MMS Manual.

  
for Robert E. Brown  
Associate Director for Administration and Budget

  
Date

Attachment

**U.S. Department of the Interior  
Minerals Management Service  
Employee Exit Clearance**

**Illustration**

<b>MMS May Initiate Action To Offset in Full All Debts Owed by an Employee</b>	
Employee Name:	Organization:
Position Title, Series, Grade:	Effective Date of Separation:
Organization Address:	Reason for Separation: <input type="checkbox"/> Expiration of Appointment _____ <input type="checkbox"/> Resignation <input type="checkbox"/> Transfer to _____ <input type="checkbox"/> Retirement <input type="checkbox"/> Other _____

**Section I. Supervisory Clearances:**

- ☐ Send E-Mail to Exit Clearance Mailbox    ☐ Procurement Official Debriefing    ☐ Transfer Computer Files/Folders  
☐ SF-52 Request for Personnel Action Initiated in FPPS    ☐ Accountable/Proprietary Documents Returned  
☐ Performance Appraisal Prepared    ☐ Bureau-Managed Property (Under \$5,000) Cleared    ☐ Time and Attendance Reviewed

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

<b>Section II. General Clearances:</b>	Date	Cleared by: (Signature)
<b>1. Departmental Clearance</b> (for employees located in Washington, D.C.)		Cleared <input type="checkbox"/> Unresolved Issues <input type="checkbox"/>
A. Parking Permits, Main Interior		
B. Security Office, Main Interior		
<b>2. Minerals Management Service Local Clearance</b>		
<b>A. Personnel</b>		Cleared <input type="checkbox"/> Unresolved Issues <input type="checkbox"/>
(1) Exit Interview Package (Benefits Specialist or Designated Agent)		
(2) FPPS and other HR System Accesses Disabled		
(3) Payroll-Leave Status (Payroll Coordinator)		
(4) Public Financial Disclosure Report (SF-240/SF-278) (Ethics Officer)		
<b>B. Finance</b>		Cleared <input type="checkbox"/> Unresolved Issues <input type="checkbox"/>
(1) Government Travel Card Returned		
(2) Travel Advances/Vouchers		
(3) EAGLS Access Disabled <input type="checkbox"/> ABACIS Access Disabled <input type="checkbox"/>		
(4) Debt Collection		
<b>C. Installation IT Security Manager</b>		Cleared <input type="checkbox"/> Unresolved Issues <input type="checkbox"/>
(1) Remove Special Access Privileges		
(2) Disable Network Accounts		
<b>D. Security</b>		Cleared <input type="checkbox"/> Unresolved Issues <input type="checkbox"/>
(1) Security Close Out		
<b>E. Procurement &amp; Support Services /General Services</b>		Cleared <input type="checkbox"/> Unresolved Issues <input type="checkbox"/>
(1) I.D. Card <input type="checkbox"/> Access <input type="checkbox"/> Key(s) <input type="checkbox"/> Parking Permit <input type="checkbox"/>		
(2) Telephone Calling Card <input type="checkbox"/> GETS Calling Card <input type="checkbox"/>		
(3) System Controlled Property (\$5000+ & sensitive) Cleared		
(4) Property System(s) Access (Systems Administrator)		
(5) Inspector Credentials/Patches		
(6) Purchase Card <input type="checkbox"/> Convenience Checks <input type="checkbox"/>		
<b>F. Other:</b>		

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Instructions

The Employee Exit Clearance Report (Form MMS 1090) should be initiated 2 weeks prior to an employee's, contractor's, or volunteer's departure from the Minerals Management Service (MMS) as a result of resigning, retiring, being reassigned, no longer volunteering, or transferring to another agency. Employees who are reassigned within the Bureau are not required to complete this form, but must be cleared of all internal accountable items before leaving.

It is the **supervisor's responsibility** to ensure the initiation and completion of this form prior to the employee's separation or immediately upon notification of an employee's death.

Authorizing officials, those receiving the accountable items, or clearing the employee, must surname and date appropriately in the columns provided. Any section that **does not apply** to the employee/contractor/volunteer should be indicated with a N/A.

### Section I. Supervisory Clearances

Upon notification of the planned departure of an employee, contractor, or volunteer, the supervisor must do the following:

- Send an email to: **"Exit Clearance"** mailbox with the departing employee's name and departure date. (Doing so initiates a series of notifications of authorizing officials.)
- An SF-52, Request for Personnel Action must be initiated in the FPPS System.
- Complete a performance appraisal for the departing employee.
- Complete a procurement debriefing for any departing employee who has COTR responsibilities.
- Ensure files/folders are transferred.
- Ensure that accountable/proprietary documents are returned to their originator.
- Ensure Bureau-managed property under \$5000 is cleared.
- Ensure time and attendance records are complete and accurate through the date of departure.

### Section II. General Clearances:

1. **Department Clearance** to be completed by **ALL** employees issued a building pass and/or keys to offices in the Main Interior Building, Washington, D.C.
2. **Minerals Management Service Local Clearance:**
  - A. **Personnel Division/Branch** Clearance applies to those areas which require:
    - Exit Interview Package.
    - FPPS and other HR Systems Accesses disabled.
    - Payroll-Leave Status.
    - Filing a Public Financial Disclosure Report (SF-278 or SF-248 to be completed by Presidential Appointees, employees in the SES, and Schedule C appointees. See Ethics Officer)
  - B. **Finance** clearances include:
    - Government Travel card.
    - Travel Advances.
    - EAGLS Access Disabled.
    - ABACIS Access Disabled.
    - Debt Collections.
  - C. **Installation IT Security Manager** clearances include:
    - Removal of any special access privileges.
    - Disable Network Accounts.
  - D. **Security**
    - The MMS Security Office will debrief those employees with national security clearance for access to top secret, secret, and confidential information.
  - E. **Procurement & Support Services/General Services clearances include:**
    - Return all I.D., access and phone cards, keys, and parking permits.
    - Clear all systems-controlled property by signed Property Transfer Form (MMS-064) or Report of Survey Form (DI-103)
    - Return Inspector credentials and patches.
    - Return Government issued purchase cards.

**MMS may initiate action to offset in full all debts owed by an employee.**

**Privacy Act Notice:** In compliance with the Privacy Act of 1974, the mandatory information on this form is collected under the authority of 40 U.S.C. 483(b) and will be used to clear personnel of accountable items from the MMS. Failure to provide requested information may result in denial of the employee's final paycheck. Disclosure of information outside the Department may be made pursuant to the Privacy Act System of Records – Interior, MMS-2.